

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

SECURITIES EXAMINER III

Position Code: K7953

DISTINGUISHING FEATURES OF THE CLASS

Under administrative direction, conducts difficult and complex studies and analysis of applications for registration of interstate and intrastate securities, business takeovers, and applications for registration and re-registration of securities dealers, salespersons and investment advisors; conducts more difficult investigations of suspected fraud or violations of laws determining necessity of legal action; provides advice and counsel to lower level examiners; prepares suspected fraud cases for hearing; maintains liaison with States Attorneys, the Attorney General's Office, Security Exchange Commissions and other affected or interested parties; administers securities dealer, salesperson and investment advisor examination.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Conducts difficult and complex studies and analysis of interstate and intra-state securities registration applications and supporting documents; prepares comprehensive and detailed reports on findings and recommendations.
2. Conducts analysis of difficult and complex statements submitted in connection with applications for registration and re-registration of securities dealers, salespersons and investment advisors; administers securities dealer, salesperson and investment advisor examination.
3. Investigates difficult cases of suspected securities fraud and suspected securities dealer, salesperson and investment advisor violations.
4. Reviews and analyzes complex and detailed documents submitted in connection with a registration application or gathered during an investigation including federal registration statements, underwriter agreements, articles of incorporation, by-laws, declarations of trust, articles of limited partnerships, trust indentures, legal and tax opinions, option plans, agreements, contracts, pleadings, briefs, memoranda of law, abstracts, federal and state court cases, financial statements and proposed prospectus.
5. Provides advice to lower level examiners in conducting intrastate and difficult interstate securities studies; assists in training lower level examiners. May supervise clerical staff engaged in maintaining records and documents. Responsible for collecting appropriate fees and authorizes preparation of certified documents from office records.
6. Determines need for legal action conferring with legal staff in preparation of cases for hearing drafting Notices, Subpoenas and Orders; makes necessary arrangements for hearings testifying at hearings when necessary.
7. Maintains contact with States Attorneys and Attorney General's Office in cases where prosecution is warranted.
8. Maintains liaison with the Federal Securities Exchange Commission, state security commissions, the Illinois Banking Commission, State Insurance Department, self-regulatory organizations throughout the country regarding securities registrations and investigations.
9. Maintains contact with attorneys and representatives of applicants to provide advice and information regarding securities registration procedures informing of requirements, deficiencies, exceptions and the status of applications.
10. Prepares complex and detailed reports and recommendations for the Commissioner and Deputy Commissioner regarding securities registrations and investigations.
11. Performs other duties as required or assigned.

SECURITIES EXAMINER III (Continued)

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in accounting, finance, economics, business administration or business law and two years of professional experience in securities analysis field, accounting and auditing, business administration or related investigatory field.

Knowledge, Skills and Abilities

Requires extensive knowledge of securities field and accounting and auditing techniques.

Requires extensive knowledge of investigatory methods and techniques.

Requires extensive knowledge of Illinois Securities Law, Illinois Business Take Over Act and rules and regulations regarding securities registration and securities dealer, salesperson and investment advisor registration.

Requires working knowledge of the techniques and methods involved in the conduct of hearings.

Requires ability to conduct complex studies of securities and to write concise reports on findings.

Requires ability to analyze and audit financial statements.

Requires ability to conduct difficult investigations of suspected fraud and determine if there has been any violation of securities law.

Requires ability to maintain satisfactory working relationships with employees and the public.

Requires willingness to travel and possession of a valid Illinois drivers' license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - April 13, 1982

Effective - April 16, 1982

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year